

## **AOC San Francisco Civic Center Complex Emergency Evacuation Procedures**

### ***(1) Classifications of Tenant Personnel***

- (a) **Floor Wardens** – Floor Wardens coordinate all activities on their floor during emergencies. Wardens ensure that all other emergency personnel are in place and that all personnel have the necessary equipment and instructions. They also assign personnel to carry their agency roster and assembly sign to assembly points in their designated area of refuge. Floor Wardens have flashlights, white hard hats, and reflective vests
- (b) **Searchers** – Searchers walk their areas of responsibility to ensure that all personnel have departed. They report to the Floor Warden any personnel who cannot leave due to injury or entrapment, and they report any areas that cannot be searched. Searchers have flashlights, green hard hats, and reflective vests. They also have pads of fluorescent post-it notes.
- (c) **Stairwell Monitors** – Stairwell Monitors on floors being evacuated call for personnel to come to them, and they give instructions for personnel entering stairwells. Stairwell Monitors on floors being used as an area of refuge announce their floor and tell people from the fourth floor above them to enter their floor, giving destination directions (where to wait during the emergency). Stairwell Monitors have orange or yellow hard hats and flashlights.
- (d) **Assembly Point Check-In**  
This is the person closest to the Floor Warden's agency assembly point sign and roster storage location, or a person designated by the Floor Warden. This person takes the sign to the assembly point and holds it up. The first agency supervisor at the assembly point should assist with checking off names of people who arrive at the assembly point.

### ***(2) High Rise Evacuation Procedure (Fire on any floor from 8 through Roof)***

- (a) An announcement is made over the PA system that an evacuation is taking place. The announcement will name the four floors that must be relocated. These are the floor above the fire, the floor with the fire and the two floors below the fire. Personnel from each of those floors will be told to enter the stairwell, walk down FOUR FLOORS and re-enter the building.
- (b) All personnel (except Wardens, Searchers, and Monitors) begin to evacuate the floor. All personnel should look around them and see which of their coworkers are present.
- (c) Floor Wardens begin to walk their floor, ensuring that they never enter an area that will place the fire between themselves and an exit. They ensure that all stairs have a Stairwell Monitor, appointing personnel if the primary person is missing. They ensure that all areas have an assigned searcher, also appointing personnel if the primary person is missing. They ensure that someone has been assigned to take their assembly point sign and agency roster to their floor of refuge.
- (d) Stairwell Monitors on the floors being evacuated go to their assigned stairwells and tell everyone entering the stairwell which floor they should re-enter the building. (Example: Monitors on the eleventh floor tell people leaving their floor to re-enter on the seventh floor.) Monitors tell any disabled personnel to remain in the vestibule of the fire stairs, and they notify the Fire Control Center of any such personnel.
- (e) Searchers begin to search their assigned area.
  - i) They place a post-it note on every door of every room searched, closing all doors behind them.
  - ii) To enter a room with a closed door, first touch the middle of the door with the back of your hand. If it is warm or hot, do not touch the door handle or open the door. If the middle of the door is not warm or hot, touch the door handle with the back of your hand. Most of the door handles with card key readers will be a little warm

- because of the operating mechanism. If the door handle is hot, do not open the door. Report doors that you do not open (Including locked doors) to your Floor Warden.
- iii) Do not let a fire get between you and an exit, even if you have not searched that area. Report any areas not searched to your Floor Warden.
  - iv) Once the Searcher's area of responsibility is cleared, he/she reports that to the Stairwell Monitor, and then the Searcher relocates four floors down.
- (f) The Stairwell Monitors on the floors of refuge announce their floor and tell personnel entering their floor where to go.
  - (g) When all Searchers report to their respective Stairwell Monitors that their areas are clear, the Searchers and Stairwell Monitors will walk down four flights and report to the Fire Control Center that their area is clear. They may do this via the stairwell intercom or via telephone at 9-703-3333. The Fire Control Center will check off each area as reports come in. The Searcher and Monitor should remain just inside the vestibule of the floor or refuge until their Floor Warden relieves them.
  - (h) Floor Wardens, when their floors appear clear, will go to their floor of refuge and contact each set of Searchers and Stairwell Monitors. If any of these personnel are missing, they will report this to the Fire Control Center. Floor Wardens will then locate their assembly point sign and assist with checking in personnel. When personnel are found to be missing, the Wardens should check with coworkers to see if those personnel are absent that day. If personnel are still unaccounted for, this must be reported immediately to the Fire Control Center.

**(3) *Low Rise Evacuation Procedure (Fire on any floor from basement through 7)***

- (a) This procedure is similar to the High Rise Procedure, with the following changes:
  - i) There is no re-entry into the building. Monitors tell all personnel entering their stairwell where their assembly point is outside the building.
    - (1) If the fire is on the fourth floor or below, all personnel from the seventh floor to the basement evacuate the building.
    - (2) If the fire is on the seventh floor, the eighth floor also evacuates.
  - ii) Searchers and Monitors report from their stairwell vestibule intercom that their floor is clear, and then they report to their assembly point.
  - iii) Floor Wardens monitor activity on their floors, and when they appear to be clear, they report to the assembly point outside the building and verify this with their Searchers and Monitors. They report any missing personnel to the nearest CHP Officer or Firefighter.

**(4) *Whole Building Evacuation Procedure***

- (a) This procedure is similar to the Low Rise Procedure, except that all personnel from all floors are directed to leave the building.
- (b) Specialized forms of this procedure may be announced if a portion of the building is so badly damaged or dangerous that personnel should not evacuate through that area. Repeated announcements will be made to evacuate via other areas.

Disabled personnel are not carried down stairs or allowed to try to go down the stairs on their own because it is safer for the Fire Department to evacuate them. The fire stair vestibules have a two-hour rating, and the fire Department will be there in just a few minutes. This eliminates the possibility that the disabled person will himself/herself become a bottleneck on the stairs or be involved in an accident that can create a bottleneck if being carried by personnel who are not professional emergency responders.